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MONTHLY TECHNICAL PROGRESS REPORT

for the period

August 1 – August 31, 2010

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
August 2010

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on August 9. A corrected revision was submitted to the TOAM on August 12.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on August 12.

The Records Center Performance Measurements Reports were submitted to the TOAM on August 9.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,779 documents and edited 2,927 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Long Beach Naval Air Station site this month.

The site assessment Librarian IV received .3 lft. of new documents, of which .1 lft. were federal facilities documents, and processed 2 new sites.

Circulation Department staff shelf-read approximately 224.8 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 2 site files.

The site assessment Librarian IV received 1 lft. of Oil Facility Response Plan documents, and worked 4.8 hours on the collection.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

15.9 lft. of documents were picked up from EPA regional offices. 5 Transfer of Records forms were processed.

16.4 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated August 10.

FRC Storage Report, updated August 10.

On-Site Storage Report, updated August 10.

Contracts On-Site Storage Report, August 6, 13, 18.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 3,310 documents (85,312 pages) during August and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 1 SCAP accomplishment documents during August.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twelve Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
02	09BE	MOTOROLA, INC. (52ND STREET PLANT)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (Smith Tool)
01	0958	OPERATING INDUSTRIES, INC., LANDFILL (09P2)
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (092R)
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (09DH)
00	0959	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
02	09M4	SAN GABRIEL VALLEY (AREAS 1-4)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4) (09CT)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4) (09KQ)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4) (09KR)
01	0944	SELMA TREATING CO

Staff retrieved 2 cost packages/financial documents for EPA staff during August.

The Cost Package Documentation Index was updated on August 6, 13, 18.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 5.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09JC	00	A-AMERICAN ENVIRONMENTAL L L C
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09MQ	00	ADVANCED FUEL FILTRATION SYSTEMS

SSID	OU	SITE NAME
09NV	00	ADVANCED PACKAGING & PRODUCTS
0900	N/A	AERODYNE CORP
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09NE	00	AIRCRAFT PLATING CO. INC
09FL	01	ALAMEDA NAVAL AIR STATION
094Y	00	ALARK HARD CHROME
09MS	00	ALLOC ELECTROPLATING
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
0900	00	ANACONDA COPPER CO (TUCSON)
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	00	APACHE POWDER CO
09C6	01	APACHE POWDER CO
0983	01	APPLIED MATERIALS
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09KU	00	ATLAS ASBESTOS MINE
09PP	00	AUCLAIR DUMP SITE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
092Y	00	BEAN & COMPANY
0953	00	BENSON
0900	00	BERKELEY IND COURT
09X5	00	BISBEE-DOUGLAS INTL ARPT
0961	00	BKK SANITARY LDFL
09H2	00	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
09Q3	01	CAMP PENDLETON MARINE CORPS BASE
0900	00	CAMPOS A G ROTORS
09R6	01	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES*
09MU	00	CHINO AIRPORT RADIUM DIALS
0935	00	COALINGA ASBESTOS MINE
0945	00	COAST WOOD PRESERVING
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
09TH	00	CUC PCB SITE
09JT	00	CYPRUS TOHONO MINE
09JT	01	CYPRUS TOHONO MINE
0900	00	D & M STEEL
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)

SSID	OU	SITE NAME
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.*
09P8	00	EDWARDS AIR FORCE BASE
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09DF	00	ENVIROPUR/PRC
0973	00	FMC CORP. (FRESNO PLANT)
0900	N/A	FORMER CALTRANS SERVICE YARD
09Q6	00	FORT ORD
09Q6	01	FORT ORD
09H7	00	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER*
09H8	01	GBF, INC., DUMP
09Q7	01	GEORGE AIR FORCE BASE
09AU	00	GOLDEN TECHNOLOGY
09NZ	00	GRAYBILL METAL POLISHING INC
0900	00	GTE LENKURT INC
09PJ	01	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
09KD	00	HASSAYAMPA/LYNX CREEK ABANDONED MINES
09NT	00	HIGHWAY I60/MILE 327 RADIATION SITE
0900	00	HILLCREST BAY MOBILE HOME PARK
0900	00	HOLCHEM, INC.
0940	01	IBM CORP
09QG	00	IMPRESSIONS POLISHING & PLATING
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09NB	00	INDUSTRIAL ZINC PLATERS INC.
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	01	IRON KING MINE – HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0900	00	KAISER CEMENT CORP WAIANAE PLT
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
0900	00	KOPPERS CO INC WILMINGTON
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
0900	N/A	LA JOLLA INDIAN RESERVATION HOUSEHOLD HAZARDOUS WASTE
09LF	00	LAULI'I WAREHOUSE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
09PU	01	LEVIATHAN MINE
098N	00	LONG BEACH NAVAL STATION
0989	00	LORENTZ BARREL & DRUM CO

SSID	OU	SITE NAME
0989	01	LORENTZ BARREL & DRUM CO
09X8	02	LORENTZ BARREL & DRUM CO
09LW	00	LOTTA STUFF
0976	01	LOUISIANA-PACIFIC CORP
0900	N/A	LUST INDIAN COUNTRY PROJECT
09N6	01	MARCH AIR FORCE BASE
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
0900	N/A	MARIANO LAKE MINE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	01	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MC FARLAND STUDY AREA*
09M6	01	MEW STUDY AREA
0900	00	MILES CHEMICAL CO, INC
09TG	00	MILL CREEK CYLINDERS
09EW	00	MINEREC MINING & CHEMICAL
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09QT	00	MT. FINANSANTA REPEATER BATTERY SITE
0900	N/A	NAVAJO BLACK JACK MINE #2
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
098J	00	NAVAL AIR STATION AGANA
0900	00	NAVAL SUPPLY CENTER PT MOLATE SITE
09LU	00	NAVARRO PROPERTY
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09LG	00	OAK RIDGE HIGH ASBESTOS
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09A7	00	ORDOT LANDFILL
0900	00	ORPHAN MINE

SSID	OU	SITE NAME
09J6	01	PACIFIC COAST PIPELINES
09MT	00	PALOMAR PLATING CO
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09MH	00	PERRIS DRUM
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09LX	00	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09PE	00	ROMIC EAST PALO ALTO
0900	N/A	RUBY #3 MINE
0979	01	SACRAMENTO ARMY DEPOT
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	02	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
09SY	00	SKYLINE AUM WASTE PILE SITE
0942	00	SOUTH BAY ASBESTOS
0942	02	SOUTH BAY ASBESTOS
09X7	00	STORE FOR LESS
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
0900	00	SUPERIOR THREAD ROLLING CO
09JY	00	SYLVANIA SYSTEMS GROUP GTE PRODUCTS
09K3	01	SYNERTEK, INC. (BUILDING 1)
09M1	01	TARP
0900	00	TOLEDO DAIRY
09M7	01	TRAVIS AIR FORCE BASE

SSID	OU	SITE NAME
09RF	00	TUBA CITY ABANDONED LDFL
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE
09L9	00	TUCSON AFP 44
091C	01	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09R3	01	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
09RE	00	US COLLOIDAL TECHNOLOGIES INC
09K5	01	VALLEY WOOD PRESERVING INC.
0900	00	VENDO CO THE
0900	00	WAIANAE LDFL
0900	00	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.
09FY	01	WASTE DISPOSAL, INC.*
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
0900	N/A	WENO PESTICIDE SITE
09SU	00	WEST OAKLAND LEAD REMOVAL
09GF	01	WEST PLUME B - TUCSON
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09QI	01	WILLIAMS AIR FORCE BASE
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	01	YUMA MARINE CORPS AIR STATION
09NA	00	ZEIBRIGHT MINE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 76 requests for documents, performed 523 database searches in SDMS-C, and provided 3,504 documents for EPA staff and other requesters.

Twenty-five indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on August 5 and August 3, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 7 FOIA requests totaling 10 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 4,024 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 440 pages from SDMS-C.

At the request of EPA attorney Sara Goldsmith, 1 document from the Navajo Radioactive Structures site file was redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 25 requests for documents on CD-ROMs. 334,553 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09QP	00	ALL METAL PROCESSING (BURBANK)
09QP	01	ALL METAL PROCESSING (BURBANK)
09GU	01	ANACONDA COPPER CO (YERINGTON)
0983	01	APPLIED MATERIALS
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0900	00	CONTINENTAL HEAT TREATING
09H5	01	CTS PRINTEX, INC.

SSID	OU	SITE NAME
09JT	00	CYPRUS TOHONO MINE
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
0900	N/A	ENVIROPUR SITE (BROWNFIELDS)
09Q7	00	GEORGE AIR FORCE BASE
09X6	01	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
0900	00	JALK FEE
093Y	01	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
0941	01	MCCLELLAN AIR FORCE BASE
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0926	03	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
0900	00	NAVAJO DEPOT ACTIVITY
0900	00	NAVAL MAGAZINE GUAM
09QM	00	NE CHURCHROCK QUIVIRA MINES
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
091S	01	PEARL HARBOR NAVAL COMPLEX
0900	N/A	PERCHLORATE DOCUMENTS
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
0900	00	STEVENS DECAL CO
091D	01	SULPHUR BANK MERCURY MINE
09K2	00	SULPHUR BANK MERCURY MINE
09WC	00	TSMY CYLINDER SITE
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in August:

M-E-W Study Area Vapor Intrusion/Indoor Air Pathway AR, sent August 17
Omega Chemical Corporation Interim Remedy Operable Unit 02 AR, sent August 20
Tafuna Scrap Metal Yard Removal AR, sent August 24
Aztec Specialty Chemical Removal AR, sent August 26

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Eight work-performed compilations were created or updated during August for the following sites:

OU	SSID	Site Name
03	0936	DEL AMO FACILITY
00	091A	LEVIATHAN MINE
00	091A	LEVIATHAN MINE (09PV)
01	09BE	MOTOROLA, INC. (52ND STREET PLANT)
01	09M6	MEW STUDY AREA
03	0926	MONTROSE CHEMICAL CORP
03	09N2	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 14 collections

Electronic files attached to E-mails: 70 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of August, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09TF	00	AZTEC SPECIALTY CHEMICAL
0936	03	DEL AMO FACILITY
09FM	00	KLAU/BUENA VISTA MINE
091A	00	LEVIATHAN MINE
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0926	03	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)

SSID	OU	SITE NAME
09TD	00	NAVAJO RADIOACTIVE STRUCTURES
09QM	00	NE CHURCHROCK QUIVIRA MINES
09TJ	00	NUWAY DRY CLEANERS
09BC	02	OMEGA CHEMICAL CORP
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
09WC	00	TSMY CYLINDER SITE
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on August 24.

The PM held a Scanning Department meeting on August 13.

The PM held a Cost Recovery Department meeting on August 13.

The RMS IV/Assistant Manager held meetings with special projects staff on August 5.

The RMS IV/Circulation Department Supervisor held a departmental meeting on August 11 and 24.

The RMS IV/Head Indexer held a departmental meeting on August 3.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on August 19.

The PM purchased supplies and/or equipment during August as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on August 10 a RMS V gave NARA employee Julie Haugen a tour of the Records Center.

At the request of the TOAM, on August 31 two RMS IIs gave Program Analyst Kathryn Faulkner a demonstration of document scanning procedures.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On August 17, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Andy Terry with to install Microsoft Office 2007 on all workstations. The installation was completed on August 5.

An RMS IV/IS III coordinated with Andy Terry August 12 for preliminary installation of BigFix on all workstations and server. Work is ongoing.

An RMS IV/IS III coordinated with Al Belbahri to review all logs on the server to verify that no suspicious activity was occurring August 25.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following new ARs:

- M-E-W Study Area, Vapor Intrusion/Indoor Air Pathway Remedial AR
- Omega Chemical Corp, Interim Remedy AR

Staff re-posted indices, introductions, and lists of acronyms on the Internet for the following legacy ARs (for WRF #110524-1018):

- 38th Avenue Radiation, Removal AR
- Alco Pacific Battery, Removal AR
- Bakersfield Chrome & Bumper, Removal AR
- Crit Parker Pesticides, Removal AR
- Eagle Army Airfield, Removal AR
- Eagle #1 Mill, Removal AR
- Gila River Indian Community, Removal AR
- Grey Eagle Mine, Removal AR
- Lagoon Drive Chemicals, Removal AR
- LEHR Old Campus Landfill (USDOE), Groundwater Removal AR
- LEHR Old Campus Landfill (USDOE), Waste Burial Holes Removal AR
- Minerec Mining Chemicals Plant, Removal AR
- Motorola, Inc. (52ND Street Plant), Explanation of Significant Differences to OU#2
- Record of Decision Suppl #2 AR
- Navajo Forest Products Industries, Removal AR
- Pemaco, Removal #1 AR
- Pemaco, Removal #2 AR
- Phoenix-Goodyear Airport Area, Explanation of Significant Differences #4 AR
- PRC Patterson, Removal AR
- Southwest Photochemical, Removal AR
- Stringfellow, Final Sitewide Remedy
- Syntnum Corp, Removal AR
- Tucson International Airport Area, Tucson Airport Property Soils & Shallow Groundwater OU
- Tucson International Airport Area, West Cap Removal AR
- Verdese Carter Park, Residential Removal AR
- Wilder Ranch Burn Dump, Removal AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

A RMS V and the TOAM attended the SEMS System Administration User Acceptance Testing Kick-Off on August 4.

A RMS V and the TOAM attended a webinar on reducing carbon footprint in office environments on August 10.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in August.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

On August 26 staff met with the TOAM and RLO to discuss Extender adoption. As a result of the meeting a pilot test period will commence October 1.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 24 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 28 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
3,190	43.8 lft.	384.3 lft.

Inventories

Records Surveyed	Year to Date
20.5 lft.	256.8 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	1,083.8 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
49	0	2	0	12	0	0	10	73

MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 093H, OU 01, CASMALIA RESOURCES

Two Librarian IV/Records Librarians performed indexing (277 documents, 1.29 linear feet) and one RMS II/Scanning Specialist performed scanning (3,024 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 117.9 hours were expended on this effort during the month.

SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.

One Librarian IV/Records Librarian performed indexing (289 documents, 1.25 linear feet) and three RMS II/Scanning Specialists performed scanning (4,006 pages) in order to complete work request #90213-1710 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 107.7 hours were expended on this effort during the month.

SSID 094R, OU 01, FRONTIER FERTILIZER

One Librarian IV/Records Librarian performed indexing (67 documents, 1.25 linear feet) and two RMS II/Scanning Specialists performed scanning (6,651 pages) for documents submitted by B. Arthur. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 90.2 hours were expended on this effort during the month.

SSID 09BZ, OU 00, MCFARLAND STUDY AREA

One Librarian IV/Records Librarian performed indexing (182 documents, .42 linear feet) and three RMS II/Scanning Specialists performed scanning (4,371 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 111.1 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Three RMS II/Scanning Specialists performed scanning (60,602 pages) in order to retire older docs to the FRC. A total of 191.3 hours were expended on this effort during the month.

SSID 09FY, OU 01, WASTE DISPOSAL, INC.

One Librarian IV/Records Librarian performed indexing (295 documents, 2.7 linear feet) and one RMS II/Scanning Specialist performed scanning (763 pages) in order to process documents submitted by R. Mechum. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 90.9 hours were expended on this effort during the month.